



View a Custom Label

Accounting Specialists can **View** custom labels by following these steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Custom Labels** and click **View**. The *Select OTC Endpoint* page appears.
3. Select the highest level organization for which you would like to view the custom labels. The *View Custom Labels* page appears showing which custom labels are in effect for the organization hierarchy.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Return Home** to return to the OTCnet Home Page.